



# Superior Court of California County of Humboldt

*Human Resources Department*  
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## RECRUITMENT

FOR ONE POSITION OF

### COURT ACCOUNT CLERK I

(Full-time - 40 hour per week position)

Salary Range \$2681.47 to \$3260.40/month plus benefit package

or

### COURT ACCOUNT CLERK II

(Full-time - 40 hour per week position)

Salary Range \$3035.07 to \$3690.27/month plus benefit package  
EOE/ADA

**Final Filing Date: December 1, 2014**

**Oral Interview/Exam Date to be Announced**

#### **The Position**

Under general supervision, this position performs a range of accounting duties related to fiscal analysis and other activities including financial, statistical and reporting functions. This position is confidential, unrepresented and at-will.

#### **DISTINGUISHING CHARACTERISTICS**

##### **Court Account Clerk I**

This is the entry level in the Court Account Clerk series and is distinguished by the limited degree of difficulty of work performed. The emphasis on essential functions performed may vary according to assignment. This classification requires a high school diploma or equivalent and one (1) year of experience performing routine accounting functions and financial record keeping.

##### **Court Account Clerk II**

This is the more advanced level in the Court Account Clerk series and is distinguished by the difficulty of the accounting and financial duties with limited supervision. The emphasis on essential functions performed may vary according to assignment. This classification requires the above plus one (1) year of experience performing more advanced accounting functions and financial record keeping.

**ESSENTIAL DUTIES** (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law.)

- Prepares, monitors and maintains complex financial and statistical records and data including, preparing transactions to journal and ledgers, adjusting accounts according to established Court procedures, and reconciling accounting data;
- Balances financial accounts; validates expenditure claims; tracks expenditures; monitors compliance with allocated budget, contract and/or grants;

- Balances daily collections, reconciles with general ledger and deposit funds;
- Receives and processes requests for travel expense and reimbursement following Court Travel Policies and Procedures;
- Prepares, updates, and maintains a variety of correspondence, billings, claims, statistical reports, records and or files;
- Researches, interprets and consolidates financial and statistical information from a variety of sources; prepares financial and statistical reports as required;
- Assists with year-end closing of accounting records, reports and financial statements;
- Assists with a variety of accounting or auditing activities;
- Prepares and/or processes requisitions, purchase orders and related fiscal documents;
- Assists with payroll process; and
- Operates a personal computer using a variety of software applications including accounting, spreadsheet, word processing, and database applications as well as task-specific applications.

### **MARGINAL FUNCTIONS**

- Perform related duties as assigned.

### **KNOWLEDGE**

The ideal candidate will possess the following knowledge, skills and abilities:

- Basic accounting principles, practices, and terminology;
- Business law terminology;
- Standard computer business applications;
- General payroll processing requirements;
- Receivables and payables;
- Cash control procedures;
- General ledger maintenance and reconciling; and
- Preparation of financial statements.

### **SKILLS AND ABILITIES**

- Effectively perform a variety of basic accounting assignments;
- Analyze fiscal data and draw logical conclusions;
- Make arithmetic calculations with speed and accuracy;
- Prepare financial reports;
- Use and understand information technology systems and applications;
- Operate adding machine, typewriter and other basic office equipment;
- Organize work and set priorities to meet deadlines;
- Prepare reports and maintain records;
- Maintain complex filing systems in accordance with law and standard practice;
- Maintain confidentiality;
- Take initiative and exercise sound independent judgment within areas of responsibility;
- Establish and maintain effective working relationships with others;
- Deal tactfully and courteously with staff, public, and others contacted in the course of work; and
- Communicate effectively, both orally and in writing.

### **EDUCATION AND EXPERIENCE**

#### **Court Account Clerk I**

To qualify for this classification an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination would be:

A high school diploma or equivalent and one (1) year of experience performing routine accounting functions and financial record keeping.

### **Court Account Clerk II**

To qualify for this classification an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination would be:

The above and plus one (1) year of experience performing more advanced accounting functions and financial record keeping.

### **OTHER REQUIREMENT**

- Possession of a valid California driver's license may be required
- Passing a detailed background and/or criminal history check

### **Employment Eligibility**

If you are selected for hire, the Superior Court of California, County of Humboldt will require verification of employment eligibility or authorization to legally work in the United States. The Superior Court of California, County of Humboldt encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Superior Court of California, County of Humboldt. Reasonable accommodation may be made in the interview and testing procedure as well as the work site.

### **Policy of Nondiscrimination**

Superior Court of California, County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. The Court offices are wheelchair-accessible by entering the Courthouse from 4<sup>th</sup> or 5<sup>th</sup> Street, and taking the elevator to the 3rd floor. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative Office at (707) 269-1245 well in advance of the exam/interview for assistance.

### **Benefit Package includes:**

- Sick Leave - 12 days annually
- Family Sick Leave - 5 days annually
- Bereavement Leave
- Vacation - begins with 2 weeks/yr. & increases with longevity
- Paid Holidays - 13 + 2 personal holidays
- Choice of 6 PERS Health Ins. Plans
- Dental & Vision Plans
- Life Insurance provided by employer (\$25,000.)
- 457 Deferred Compensation Plan available
- Membership in Public Employee's Retirement System (2.0% @ 62yrs; Employee contribution is 6.25% of salary as pre-tax dollars)
- Flexible Spending Account (FSA) available

The provisions of this announcement do not constitute an implied or express contract, and any provisions contained in this announcement may be modified or revoked at any time.

**How to apply:**

The job announcement and application may be obtained by contacting the Superior Court of California, County of Humboldt, Court Human Resources Department, 825 5th Street, 3<sup>rd</sup> floor, Rm #301, Eureka, CA 95501: in person, by e-mail request at [HR@humboldtcourt.ca.gov](mailto:HR@humboldtcourt.ca.gov), on our website at [www.humboldt.courts.ca.gov](http://www.humboldt.courts.ca.gov), or by calling 707-269-1245. It is important your application show all relevant experience and education you possess. Be sure to fill out all the information requested. A resume will not take the place of the application. The application must be signed and dated. The application will go through a screening/review process and only the most qualified applicants will be selected to proceed to the oral interviews.

The completed original application packet must be filed with the Court Human Resources Department no later than 5:00 PM on Monday, December 1, 2014. Faxed applications will be accepted at 707-445-5769 and MUST be followed by the original application postmarked no later than December 1, 2014.

**PLEASE FOLLOW DIRECTIONS CAREFULLY – Incomplete applications will be rejected**

